

## 1600 - Grant Closeout

### General

Once all work is complete per the approved plans and specifications and the final inspection results in a recommendation of project acceptance, the Sponsor must proceed with finalizing all project costs and assembling required closeout documentation in a timely manner.

### Timely Submittal of Closeout Documentation

By entering into a grant agreement, a Sponsor agrees to a grant condition that requires them to carry out and complete the project without undue delay. Completion of the project does not end with the physical completion of the work. Project completion also includes satisfying requirements for administrative and financial closeout of the grant.

The sponsor should strive to submit all final closeout documentation within 90 days of the acceptance from the contractor. The FAA will consider extensions to this time limit if unique circumstances prevent reasonable determination of the final project costs. This can include mitigating contractual issues and/or resolving disputes regarding the final construction pay estimate.

### Consultant Agreements

We strongly encourage Sponsors to create a separate task item within their consultant agreement that specifically addresses preparation and submittal of closeout documentation. The scope of work should address the specific requirement for project closeout. The Sponsor should establish a time of performance of 90 days from project acceptance for this deliverable.

In order to permit ease of tracking the status for this deliverable, we recommend a specific payment provision based on a reasonable lump sum amount as opposed to including this work with the actual costs-plus-fixed fee of the construction observation services. Consultant agreements that combined construction observation services and project closeout services create a situation where the project closeout task is a forgotten or lost task of the consultant. This situation has resulted in delays in the formal closeout of the project grant.

### FAA Review

The FAA will review the submitted closeout documentation for the purpose of verifying that all claimed costs are eligible under the AIP and that they are properly supported by acceptable documentation.

Upon approval of the final project documentation, the FAA will authorize the final drawdown and then initiate a letter to the Sponsor indicating the project is fiscally closed.

## RESOURCES

### Forms

- **SF-271 - Outlay Report (11x17):** [MS Word](#) | [PDF](#)
- **SF-271 - Outlay Report (8½x11):** [MS Word](#) | [PDF](#)

### Templates

- **Suggested Final Project Cost Summary:** [MS Word](#) | [PDF](#)

### Sponsor Certifications

- **Construction Project Final Acceptance:** [MS Word](#) | [PDF](#)
- **Certification for Equipment Final Acceptance:** [MS Word](#) | [PDF](#)

## 1610 - Development Project Closeout

The formal closeout of a project grant is the process by which the Sponsor performs all necessary administrative and financial actions to satisfactorily complete all requirements set forth in the grant agreement. Generally, the closeout process addresses three areas:

1. Physical Completion of work
2. Administrative requirements for closeout
3. Financial requirements for closeout

### TIMELY SUBMITTAL

By acceptance of a grant agreement, a Sponsor is obligated to carry out and complete each grant agreement without undue delay. This includes completion of the grant closeout process.

Sponsors must take appropriate action to formally close an AIP grant in a timely manner. The sponsor should strive to submit all final closeout documentation within 90 days of the acceptance from the contractor. The FAA will consider extensions to this time limit if unique circumstances prevent reasonable determination of the final project costs. This can include mitigating contractual issues and/or resolving disputes regarding the final construction pay estimate.

### REQUIRED DOCUMENTATION

The necessary closeout documentation can vary per the type and size of the development project. Typically, a Sponsor must submit the items listed below to formally close out an AIP development grant project. Sponsors may omit some items depending on the nature of the project. Consult with the FAA project manager to determine what items are necessary based on the type and size of the project. Please note the FAA reserves the right to request additional information consistent with the approved collection of information for the AIP program.

1. **Sponsor Certification for Final Acceptance** - The sponsor shall complete and submit the FAA standard certification attesting to the satisfactory completion of the work in conformance with the approved plans & specifications.
  - Each certification statement requires the sponsor to indicate a response.
  - Negative replies to questions on the certification must be supported with an attached explanation.
  - The Certification must be signed and dated.
2. **Final Outlay Report (Standard Form SF-271)** - Per Federal Regulation 49 CFR Part 18.41, grantees must submit a final outlay report indicating all claimed costs under the subject grant.
  - The Sponsor's authorized official must sign this report. Unsigned reports will be returned.
3. **Final Project Cost Summary** - The final project cost summary provides a greater detailed and itemized account of the incurred costs than the SF 271 form.
  - The summary should identify all expenses, including AIP non-participating costs, which were incurred under the project.
  - The breakout of the expenses in the summary shall be along clear and logical classifications and shall be capable of easy verification by an independent party.
  - Provide the derivation of non-participating costs as an attachment.
  - If not already submitted with each drawdown request, submit documentation supporting all incurred costs (invoices, billing statements, receipts, purchase orders, etc.). The FAA reserves the right to request additional documentation for the purpose of evaluating the justification of any claimed cost.

#### 4. Summary of DBE utilization

Prepare and submit a summary of the actual DBE participation.

- Obtain a signed statement/affidavit attesting to the extent of participation from each DBE contractor. The statement should include the name of the DBE contractor and the actual dollar amount of participation.
- Provide explanation/justification if an approved DBE firm's participation is omitted or significantly reduced.
- **NOTE:** This submittal does not relieve the sponsor of the responsibility for DBE reporting requirements of the FAA Civil Rights Office

#### 5. Final Construction Report - The sponsor/consultant shall prepare and submit a final construction report that provides an appropriate and accurate record of the project. We recommend that Sponsors incorporate this specific task as a specific deliverable item in their Consultant's scope of services.

The extent of this report will vary depending on the type and size of the project. Consult your FAA project manager to address questions regarding what items the final report should address. Unless otherwise approved by the FAA project manager, the report shall address the following items:

- **Brief narrative of work accomplished;**
  - Include explanation for any deleted work item
  - Provide description of non-participating work item
- **Summary of key milestone dates**
  - Receipt of Bids
  - Notice-to-proceed
  - Substantial completion
  - Contract date
  - Final inspection
  - Final acceptance
- **Contract Time**
  - Explanation of liquidated damage (if required)
  - Justification for weather delays (Note: Calendar contracts require submittal of NWS data to justify weather events exceeded the normal monthly events.)
- **Labor Provisions**
  - Statement of compliance with contract labor provisions ( payroll reviews, complaints, etc.). Reference AC 150/5100-6.
  - Summary of any complaints/findings and how resolved.
- **Administrative Costs**
  - Brief explanation of claimed costs
  - Refer to Section 310.c of FAA Order 5100.38c for eligibility provisions.
- **Engineering Costs**
  - Brief explanation of claimed costs
  - Delineation of eligible and ineligible costs
- **Force Account**
  - Identify FAA approval date
  - Provide listing of claimed costs
  - Provide supporting documentation if not already submitted with drawdown documentation.
  - Note: Claims for Wages and Salaries must comply with OMB A-87 requirements and may not be arbitrary or prorated.
  - Indirect costs cannot be claimed unless Sponsor has an approved cost allocation plan.

- **Construction Costs**

- Summary of final contract quantities.
- Delineation of eligible and ineligible costs
- Identify added or deleted work
- Explanation/Justification of underruns and overruns
- Summary of Change Order and supplemental agreements
- For asphalt construction, please address the following:
  - The difference in quantities attributed to design unit weight versus the average field density
  - The quantity change attributed to areas of pavement that were added or deleted
  - The quantity change attributed to average installed pavement thickness vs. design thickness.

- **Buy American Provisions**

- Provide a Sponsor/consultant statement addressing whether contractor complied with Buy American provisions and how Sponsor/consultant verified compliance.
- Note: The Sponsor shall maintain documentation that supports contractor compliance with Buy American provisions. Upon request of the FAA project manager, the sponsor shall provide this documentation to the FAA as part of the closeout documentation

As a minimum, the sponsor/consultant shall maintain product information sheets and a shop drawing submittal log or summary table similar to the following:

Item	Mfg	Meets B.A.	B.A. Waiver	Non-Compliant
<i>Steel Dowels</i>	<i>ABC Mfg</i>	X		
<i>1/c #8 AWG</i>	<i>XXX Mfg</i>	X		
<i>Cable Connectors</i>	<i>ZZZ Mfg</i>		X	

- **Airfield Lighting Equipment**

- Provide a statement indicating whether the installed airfield lighting equipment complies with the FAA certification program per AC 150/5345-53c. Identify the date of appendix 3 at the time the contract is established.
- The Sponsor shall maintain documentation that supports the contractor's compliance with the FAA Airport Lighting certification program. While it is not necessary to submit this documentation with the closeout report, the sponsor/consultant shall submit such information to the FAA upon request of the FAA project manager
- Note: To remain eligible, the product number of the subject equipment must be listed in Appendix 3 to AC 150/5345-53 for the version current at the time bids are received.
- As a minimum, the sponsor/consultant shall maintain product information sheets and a listing (or shop drawing submittal log) of installed airfield lighting equipment similar to the following:

FAA Item Number	Mfg	Product #	FAA Certified?
<i>L-807 Windcone</i>	<i>ABC Mfg</i>	<i>Xxxxxxx</i>	<i>Yes/No</i>
<i>L-824 UG Cable</i>	<i>XXX Mfg</i>	<i>xx-xx-xx</i>	<i>Yes/No</i>
<i>L-823 Cable Connectors</i>	<i>ZZZ Mfg</i>	<i>xx-xxx</i>	<i>Yes/No</i>

Based on Appendix 3 to AC 150/5345-53 dated xx/xx/xx

- **Construction Material Testing and Acceptance**
  - Provide summary of all required acceptance tests per the project specifications and the approved construction observation plan.
  - While the sponsor/consultant does not need to submit actual test reports, such information must be provided if requested by the FAA.
  - The summary shall provide clear explanation of price adjustments due to PWL application.
- **Final Inspection Report/Record of Completion**
  - Identify attendees of final walkthrough
  - List any outstanding punch list items that remain
  - Include signature of consultant and date of inspection.
- **Contractor's Final Statement of Completion**
  - May be submitted as the final payment request or a signed affidavit.
- **Project Photographs**
  - Include a representative number of photographs that depict major elements of the project prior to the improvement and after construction is complete.

#### **6. As-built Record Drawings**

The sponsor must request and retain a set of as-built project drawings for future reference.

- The actual submittal of the record drawings to the FAA is not necessary unless specifically requested by the FAA project manager.
- The sponsor shall confirm to the project manager that they have received a copy of the record drawings. The sponsor may simply address this matter by making a statement in their transmittal letter confirming receipt of the record drawings.
- Projects that include work on FAA facilities may require submittal of record drawings to the FAA at the conclusion of the project. Consult the FAA project manager to determine this requirement.

#### **7. As-built ALP (Required if geometric changes made to airfield pavements)**

- AIP project improvements that result in revisions to airfield pavement geometry require the submittal of as-built ALP plan set at the conclusion of the project.
- The sponsor must revise all impacted drawings in the ALP set. The complete ALP set must be submitted to the FAA for review.
- The eligible cost for this task is limited to the revisions necessitated by the AIP development work. This should mainly be limited to drafting revisions. The cost to as-built an ALP set shall not include costs to depict revisions for non-participating improvements.

#### **8. 5010 Updates (Required whenever improvements modify existing data)**

Development projects that modify the dimensions of existing runways require an update of the airport 5010 data form. The Sponsor shall submit a copy of the redlined 5010 to the FAA project manager at least **2 weeks prior to runway re-opening/commissioning**.

- Provide a statement indicating when this information was submitted to the FAA.
- Do not wait until the submittal of the closeout report to submit a 5010 revision.
- This submittal should not include general airport updates of elements #1 -26. Airport operators shall submit such revisions separately and directly to the FAA Aeronautical Information Services at the following address:

FAA Aeronautical Information Services  
800 Independence Ave. S.W.  
Washington, D.C. 20591  
Telephone: 1 -866-295-8236  
Fax: 202-267-5322

**9. Airport Part 139 Sign and Marking Plan (As Required)**

AIP projects that impact existing airfield signage at FAR Part 139 airports require the submittal of an updated sign and marking plan.

- The sign plan will be reviewed and approved by an Airport Certification Inspector.
- This document should be submitted as soon as improvements have been made and pavement is open to aircraft operations. Do not wait until the submittal of the closeout report to submit this information.

**10. Sponsor Cover letter**

The sponsor shall prepare a cover letter that transmits the required closeout documentation. This letter shall also include statements and certifications as noted below:

- Sponsor Amendment Request: If the incurred eligible costs exceed the established Federal obligation, the sponsor may make a written request for a grant amendment. A justification for the increase must be provided. The FAA will review the request for a determination of reasonableness and eligibility. Be advised that the FAA does not guarantee funds will be readily available to cover such eligible overages.
- Statement of compliance with approved plans & specifications: The sponsor shall make a statement attesting to the compliance of the completed work with the approved plans and specification. A justification and explanation of excepted work items should be included as well.
- Eligibility of Claimed Costs: - The Sponsor shall make a statement addressing whether all claimed costs have been incurred, are eligible for AIP participation, and are supported by appropriate documentation. Exceptions must be noted
- Record Drawings: Sponsor statement confirming receipt of project "as-built" drawings.

**11. OMB Audit A-133**

The requirement for an audit is established by grant assurance #13 and by incorporation of Federal Regulation 49 CFR Part 18. Sponsors that expend \$ 500,000 or more in an year in Federal funds must have a single or program-specific audit conducted for that year in accordance with the Single Audit Act of 1984 (as amended) and OMB Circular A-133 "*Audits of States, Local Governments and Nonprofit Organization*". The Single Audit Act of 1984, implemented within OMB Circular A-133, "*Audits of States, Local Governments and Nonprofit Organization*" establishes the procedures to ensure uniformity in the process of conducting audits. This audit is typically not available at the same time as the grant closeout.

**Submittal:** Once completed, the Sponsor shall submit the audit report online to the Federal Audit Clearinghouse at <http://harvester.census.gov/fac/>. Users are instructed to create an online report ID and then complete form SF-SAC prior to uploading the audit report. Sponsor's may no longer mail audit reports to the Federal Clearinghouse.

**OMB Brochure:**

[Single Audit Basics and Where to Get Help \(pdf\)](#)

**RESOURCES****Forms**

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## **1620 - Equipment Project Closeout**

The formal closeout of a project grant is the process by which the Sponsor performs all necessary administrative and financial actions to satisfactorily complete all requirements set forth in the grant agreement.

### **TIMELY SUBMITTAL**

By acceptance of a grant agreement, a Sponsor is obligated to carry out and complete each grant agreement without undue delay. This includes completion of the grant closeout process.

Sponsors must take appropriate action to formally close an AIP grant in a timely manner. The sponsor should strive to submit all final closeout documentation within 90 days of the acceptance from the contractor. The FAA will consider extensions to this time limit if unique circumstances prevent reasonable determination of the final project costs. This can include mitigating contractual issues and/or resolving disputes regarding the final construction pay estimate.

### **REQUIRED DOCUMENTATION for EQUIPMENT PROJECTS**

The type and amount of required documentation may vary per the type and size of the equipment procurement. In general, Sponsors shall submit the items listed below to formally close out an AIP equipment project. The FAA reserves the right to request additional information for the purposed of evaluating AIP eligibility.

- 1. Sponsor Certification for Equipment Final Acceptance** - The sponsor shall complete and submit the certification checklist form attesting to the satisfactory completion of the work in conformance with the approved specifications and the AIP Grant requirements. Negative replies to questions on the certification must be supported with an attached explanation.
- 2. Final Outlay Report - Standard Form SF-271** -In accordance with 49 CFR Part 18.41, grantees must submit a final outlay report showing all claimed costs under the subject grant. The Sponsors authorized official must sign this report. Unsigned reports will be returned.
- 3. Final Project Cost Summary** - The final project cost summary provides a greater detail and itemization account of the incurred costs than that of the SF 271 form. The summary should identify all expenses, including AIP non-participating costs that were incurred under the project.

The breakout of the expenses in the summary must be along clear and logical classifications and must be capable of easy verification by an independent party. A derivation of non-participating costs must be provided as an attachment. Evidence supporting all incurred costs (invoices, billing statements, receipts, purchase orders, etc.) must be submitted with this summary. FAA reserves the right to request additional documentation in order to evaluate the justification of any claimed cost.

- 4. Final Acceptance Report** - The sponsor must prepare and submit a final acceptance report that provides appropriate and concise information about the equipment procurement. As a minimum, this report shall address the following:
  - Provide brief description of procured equipment. Identify the make, model and serial number of the acquired equipment.
  - Provide a minimum of two photographs of the each acquired item. All sides of the acquired equipment should be depicted in the submitted pictures.
  - Summary of key milestone dates - Receipt of Bids, NTP, delivery date, final acceptance and warranty date.
  - Change Order summary (if needed)

- Summary of the acceptance tests that were conducted. (Note: Consult the appropriate Advisory Circular for specific acceptance criteria that may be required.)
- Sponsor statement addressing contractor compliance with Buy American provisions. NOTE: The Sponsor shall maintain documentation that demonstrates their actions to verify contractor compliance with Buy American provisions. Upon request of the FAA project manager, the sponsor shall provide this documentation to the FAA as part of the closeout documentation
- Copies of vendor certifications.
- Statement from accepting official attesting to their concurrence with the acceptance of the subject equipment. This statement should bear the signature of the accepting official.

## 5. Sponsor Cover letter

The sponsor shall prepare a cover letter that transmits the required closeout documentation. This letter shall also include statements and certifications as noted below:

- Sponsor Amendment Request: If the incurred eligible costs exceed the established Federal obligation, the sponsor may make a written request for a grant amendment. A justification for the increase must be provided. The FAA will review the request for a determination of reasonableness and eligibility. Please note the FAA does not guarantee funds will be readily available to cover such overages.
- Statement of compliance with approved procurement specifications: The sponsor shall make a statement attesting to the compliance of the completed work with the approved specification. A justification and explanation of excepted work items should be included as well.
- Eligibility of Claimed Costs: - The Sponsor should make a statement that all claimed costs have been incurred, are eligible for AIP participation, and are supported by appropriate documentation. Costs that are ineligible shall be separately identified.
- Inventory: Statement by the sponsor that they have established an inventory of non-expendable property that will be subject to review on a two-year basis.

## SPONSOR OBLIGATION to INVENTORY NON-EXPENDABLE PROPERTY

Per the requirements of 49 CFR Part 18.32, grantees acquiring equipment under a Federal Grant must maintain property records that include the following;

- Description of the property
- Serial number or other identification number
- Source of the property, who holds title
- Acquisition date
- Cost of the property
- Percentage of Federal participation in the cost of the property
- Location, use and condition of the property
- Ultimate disposition data including the date of disposal and sale price of the property.

Grant recipients should note that a physical inventory of the property is required at least every two years.

## RESOURCES

### Forms

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### Templates

- Suggested Final Project Cost Summary: [MS Word](#) | [PDF](#)

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## **1630 - Grant Amendment – Development Projects**

When eligible project costs result in a final Federal share that exceeds the original grant obligation, a sponsor may formally request an amendment to the original grant agreement for the purpose of increasing the maximum obligation to cover the eligible cost overage.

### **Amendment Limitations**

Per grant condition, upward amendments to an development and equipment grants may not exceed a statutory 15% of the original obligation. The FAA cannot amend a Planning grant. The FAA will not generally consider a request for a grant amendment until the Sponsor properly submits all required grant closeout documentation.

### **Form of Request**

A Sponsor desiring a grant amendment must make a formal written request for a grant amendment. The request must state the purpose and the amount of the amendment. A brief narrative shall be provided that explains the increase and justifies why it is advantageous to the U.S. Government to participate in the added expenses.

### **Funding of Grant Increases**

The reimbursement of costs that exceed the original grant agreement can generally be addressed by two funding methods.

1. The first and preferred method is the use of the sponsor's available entitlement funds.
2. The second method is the use of recovered discretionary funds from other AIP projects.

Sponsors are hereby advised that the FAA does not guarantee the availability of recovered discretionary funds for project overruns. The process to identify sufficient recovered discretionary funds can take a significant amount of time.

## **RESOURCES**

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- SF-271 - Outlay Report (8½x11): [MS Word](#) | [PDF](#)

### **Templates**

- Suggested Final Project Cost Summary: [MS Word](#) | [PDF](#)

## 1640 - Planning Grant Closeout

The formal closeout of a planning project grant is the process by which the Sponsor performs all necessary administrative and financial actions to satisfactorily complete all requirements set forth in the grant agreement. Generally, the closeout process addresses three areas:

1. Completion of project work items
2. Administrative requirements
3. Financial requirements

### TIMELY SUBMITTAL

Sponsors are obligated by grant condition to carry out and complete each grant agreement without undue delay. This includes completion of the grant closeout process. Each grant agreement offered under AIP must be formally closed in a timely manner. Sponsors should assure that all closeout documentation be submitted within 90 days of the final acceptance date of the completed work.

### REQUIRED DOCUMENTATION

The type and amount of required documentation may vary per the type and size of the planning project. Typically, a Sponsor must submit the items listed below to formally close out an AIP planning grant. The FAA reserves the right to request additional information for the review of the final project documentation.

#### 1. Narrative Report/Airport Master Plan

Final Narrative Report/Airport Master Plan documents in sufficient quantity for the FAA to redistribute to:

- a) the Sponsor (minimum of 1 copy)
- b) the Sponsor's Consultant (minimum of 1 copy)
- c) the State Aviation Agency (1 copy)
- d) the FAA Airports Division Office (1 copy)
- e) the FAA Airports Division Office (1 copy in electronic format)

#### 2. Airport Layout Plan (ALP)

Final ALP drawing sets signed by the Sponsor in sufficient quantity for the FAA to apply its Approval stamp and redistribute to:

- a) the Sponsor (minimum of 1 copy)
- b) the Sponsor's Consultant (minimum of 1 copy)
- c) the State Aviation Agency (1 copy)
- d) the FAA Flight Procedures Office (1 copy)
- e) the FAA Technical Operations Office (1 copy)
- f) the FAA Airports Division Office (1 copy)
- g) the FAA Airports Division Office (1 copy in electronic format)

#### 3. Environmental Assessment (As required)

A typical environmental project is complete when the FAA issues a Finding of No Significant Impact (FONSI). Required documents include:

- a) 2 copies of the Final Environmental Assessment
- b) 1 copy of the Finding of No Significant Impact Notice with affidavit showing where and when the Notice was published

**c) 5010 Updates (As Required)**

Proposals that modify the usage of existing runways or airport infrastructure require an updated of the airport 5010 data form. General updates may be submitted directly to the FAA Aeronautical Information Services at the following address:

FAA Aeronautical Information Services  
800 Independence Ave. S.W.  
Washington, D.C. 20591  
Telephone: 1 –866-295-8236  
Fax: 202-267-5322

The Sponsor shall also submit a copy of the redlined 5010 to the FAA project manager.

**4. Sponsor Cover letter**

The sponsor shall prepare a cover letter that transmits the required closeout documentation. This letter shall also include a statement that the project is complete and that all deliverables have been accepted and/or approved.

**5. Final Outlay Report - Standard Form SF-271**

Per Federal Regulation 49 CFR Part 18.41, grantees must submit a final outlay report showing all claimed costs under the subject grant. The Sponsor's authorized official shall sign this report. Unsigned reports will be returned.

**6. OMB Audit A-133**

The requirement for an audit is established by incorporation of grant assurance #13 and by incorporation of Federal Regulation 49 CFR Part 18. Sponsors that expend \$ 500,000 or more in an year in Federal funds must have a single or program-specific audit conducted for that year in accordance with the Single Audit Act of 1984 (as amended) and OMB Circular A-133 "*Audits of States, Local Governments and Nonprofit Organization*".

The Single Audit Act of 1984, implemented within OMB Circular A-133, "*Audits of States, Local Governments and Nonprofit Organization*" establishes the procedures to ensure uniformity in the process of conducting audits. This audit is typically not available at the same time as the grant closeout.

**Submittal:** Once completed, the Sponsor shall submit the audit report online to the Federal Audit Clearinghouse at <http://harvester.census.gov/fac/>. Users are instructed to create an online report ID and then complete form SF-SAC prior to uploading the audit report. Audit report may no longer be mailed to the clearinghouse.

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